

**CITY OF ROYAL OAK APPLICATION FOR A CERTIFIED COPY OF A BIRTH CERTIFICATE**

**City Clerk's Office-BC Request, 211 South Williams Street, Royal Oak, Michigan 48067  
(248) 246-3050**

**Office Hours: Monday-Thursday 8AM-4:30PM & Friday 8AM-12PM**  
(City Hall is located one block east of Main Street and one block south of 11 Mile)

- Certified copies of birth records can only be issued to the individual or the parent(s) named on the record (MCLA 33.2882). This form is for births that occurred within the **CITY OF ROYAL OAK** only.
- Unwed births prior to October 1978 can only be obtained from Lansing.
- Birth records for newborns are generally available 14 days after the date of birth. We cannot tell you if we have a birth record over the phone.

IF MAILING IN, PLEASE INCLUDE:

A completed application

A legible copy of the valid ID for the person signing the application (i.e. driver's license or state I.D.)

A Money Order or Cashier's Check payable to "CITY OF ROYAL OAK"

**DO NOT SEND CASH OR PERSONAL CHECKS**

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**PLEASE PRINT CLEARLY**

FULL NAME AS IT APPEARS ON RECORD	DATE OF BIRTH	NUMBER OF COPIES
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**MOTHER'S FULL MAIDEN NAME**

\_\_\_\_\_

**CHECK ONE THAT APPLIES:**

☐ Parent named on record

☐ Self

**APPLICANT'S NAME AND MAILING ADDRESS BELOW:**

Name \_\_\_\_\_

FIRST COPY OF EACH RECORD	\$15.00
EXTRA COPY OF EACH RECORD	\$5.00

Address \_\_\_\_\_

1<sup>ST</sup> RECORD TOTAL \_\_\_\_\_

City \_\_\_\_\_

2<sup>ND</sup> RECORD TOTAL \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

3<sup>RD</sup> RECORD TOTAL \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

4<sup>TH</sup> RECORD TOTAL \_\_\_\_\_

Email (optional) \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

I, the undersigned, affirm that I am in compliance with Michigan statutes in requesting the record. (MCL 333.2882)

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**PENALTIES:** Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or commit another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to \$25,000. MCL 445.69